



Seedling Foundation
Job Description

Title: Development Associate
Reports to: Director of Development
Category: Full-time Non-Exempt
DATE: May 3, 2021

Summary: Seedling's mission is to mitigate the impact of parental incarceration on children in Central Texas through school based mentoring. Our vision is that all children in Central Texas who have an incarcerated parent have the opportunity to thrive.

Seedling seeks a talented and enthusiastic team member to play a significant role in communicating Seedling's mission and to provide administrative support to the Seedling Foundation development efforts, including: researching, writing and coordinating grant management, database management, gift processing and acknowledgement, event planning, board reports and fundraising campaigns.

Seedling provides competitive salary, health care coverage, school personnel holidays, voluntary participation in our retirement plan and salary range of \$36K - \$42K. **To apply, please send resume, cover letter, and three references to: Linda Thompson, Director of Development at Linda@seedlingmentors.org by May 21, 2021.**

Responsibilities:

Donor Stewardship and Donor Database

- Serve as primary manager for the donor database, ensuring prompt and accurate data entry and reporting, including analysis of daily, weekly, and monthly reports to ensure tracking towards department goals.
- Perform record and data entries/cleanups/updates in the donor database.
- Perform individual prospect research.
- Process gifts and donations and send timely acknowledgments and tax records including facilitating signing of letters, phone calls, etc.
- Assist the Director of Development (DoD) with ensuring the organization carries out its donor stewardship plan. Create queries, lists and reports relating to all development and communication fundraising activities.
- Regularly update content of acknowledgement letters and other donor communications, ensuring thoughtful, relevant and personalization as needed.

Giving campaigns

- Support the DoD in development and dissemination of on-line and annual direct mail campaign, newsletters and communications.
- Coordinate direct mail and digital giving and stewardship campaigns including drafting materials, creating and scheduling marketing emails, managing the production schedule, and pricing and coordinating with vendors.

Grants, Records and Reports

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources on an annual basis, including the establishment of timelines and work distribution schedules, and the timely production of all deliverables tied to funding requests.
- Work closely with the DoD to plan and meet grant goals and objectives.
- Maintain the Seedling grants calendar with accurate complete files for all grant work, including grant tracking and reporting, areas of focus and deadlines for submitting.
- Research funding sources and assist the DoD and Executive Director with establishing relationships with funders.

Events

- Assist DoD in planning event details and aspects, including logistics, guest management, and communications.
- Establish and maintain relationships with vendors and venues.
- Work independently as well as with a team of committee members, volunteers and vendors, ensuring everyone has what they need.
- Communicate important event details to donors, sponsors, and guests, maintain updated information on event platform.
- Ensure all event donations and guest information is recorded in organization's donor management system.

General

- Organize and maintain development records, office files, and other materials as requested.
- Provide occasional assistance outside the normal schedule to accommodate and support the development office. (Some weekend and evening events)
- Provide monthly financial and grant reporting for leadership and board committees as directed.
- Assistance with social media, e-newsletters, and website posts as needed.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree required.
- At least two years of experience in non-profit development, grant writing, project management, etc.
- Demonstrated record of exemplary customer service skills.
- Strong written and oral communication skills.
- Advanced proficiency in the full Microsoft Office suite and Google Workspace.
- Experience with donation management software (Donor Perfect) email marketing tools (Constant Contact, Canva, Paperless Post) and event management platforms (OneCause) a plus.
- Ability to multi-task and manage the completion of multiple projects, often with shifting priorities, under direct supervision or independently.
- Interest in or experience with children's education/support issues a plus.
- Commitment and ability to uphold high levels of accountability for self and others.
- Ability to handle confidential donor/constituent information with sensitivity and integrity.
- Demonstrated ability to be creative, flexible, well organized, resourceful, and to show initiative with a keen eye for details.
- Collaboration with peers to enhance work environment and support planning.
- Professional work habits including regular attendance and honoring schedules and deadlines.

- Physical stamina as required by the responsibilities of the position. Some weekends and evening work required.